

**ODS**

**ENTIRE DOCUMENT**

**BEST COPY**

**AVAILABLE**

**(EXTREMELY)  
BAD**

**ORIGINALS**

**IMU**

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Source: [REDACTED]

2. The following procedure is adopted with regard to the preparation of Case files on suspected persons under observation. When information regarding a suspect is first received, a file (UCHYOTV DYELO) is opened on which is placed the original informant's report. When further reports are received from official ~~xxxxx~~ channels or from other separate sources, but where the information is as yet unverified, a preliminary file (UCHYOTV DYELO) is then opened. When a case has developed still further the operative officer opens a "surveillance file" (NABLYUDATV DYELO). When information concerning the suspect has been verified from a network of individual sources, and the time has come for his arrest and subsequent legal proceedings, a formal file is opened (DYELO FORTLAR) which contains the detailed report of investigation. On the arrest of the suspect his case is known as "Investigation Base" (ISLEDIYETV DYELO) and the operative officer prepares a special report for the prosecutor who handles the case from then on.
3. For a net-work investigation which is conducted on the strength of verified information against a group of persons alleged to be working against the Soviet Union, the case is known as AGITATV DYELO and a net-work search conducted against persons helping or concealing persons in flight from the Soviet authorities is known as AGYNTV DYELO.
4. In the investigation report for the prosecutor and court, the details concerning the activities of informants and operative officers are never mentioned. The prosecutor and court receive only the results of operational action.
5. Reports contain the source of information (in the case of a registered informer this is shown by date, location and cover name) to which is added an evaluation by the KGB operative in a special paragraph. There is no system of numbering or lettering for evaluation. All reports are seen and approved at Area level by the Chief or his Deputy before being forwarded to higher authority.
6. The following degrees of priority are reported to be in use when forwarding reports:
  - a) SPYATIS-SOGBENIYIYA for most urgent cases requiring immediate attention
  - b) DOKLADNAYA - ZAPISL requiring no special urgency but are dealt with in the normal course of business
  - c) RAPORT for routine matters
7. Operational studies (INFORMATSIYA) on operational information are distributed from time to time from KGB in Berlin to all sectors, who pass them on to Area Hqs. These studies contain descriptions of cases of interest showing the method used by foreign agencies and suggesting methods to be used for combatting them.
8. Documents are graded into two security classifications:
 

TOP SECRET - SOVYERSHENNO-SKRYETNO SKRYETNO

which is marked on the top of each sheet and is used in respect of all material concerning agents, and

SECRET - SKRYETNO

for lower classifications. Classified documents are entered in a log which is maintained by the Secretary to the Chief of the Area or Sector. ~~XXXXXXXXXXXX~~ When documents are transferred from one KGB installation to another, entries are

in an "incoming log and an "outgoing" log. Classified documents may be carried only by officers accompanied by two soldiers. Ordinary plain envelopes are used, those containing Secret documents having one seal and those with Top Secret documents, five.

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